East Hamilton National Junior Honor Society

Officer's Packet

If you are interested in becoming and officer, review and complete the following information. Return this page to Ms. McDonald by <u>Friday</u>, <u>September 21st</u>.

All candidates must:

- 1. Review the officer descriptions and NEATLY write his/her name next to the position in which he or she wishes to apply (you may choose up to 2 positions put a 1 and a 2 by your choices)
- 2. Give a brief 1-2 minute speech at the next meeting prior to the election taking place
- 3. Obtain signatures from one parent/guardian and two teachers

Applicant Name	Officer Title & Description
	<u>President</u>
	Calls and presides over meetings
	Organizes fundraisers and service projects
	<u>Vice-President</u>
	Helps preside over meetings
	Obtains service opportunities and reports at meetings
	Organizes fundraisers and events
	Secretary
	Records minutes at all group meetings
	Assists Sponsors with organization at meetings
	Records and tracks members' service hours
	Public Relations
	Takes pictures of events and meetings
	Emails announcements to office including meeting dates
	and other NJHS happenings
	8th grade Member at Large-represents 8th grade class
	7th grade Member at Large - represents 7th grade class

^{*}Additional responsibilities may be assigned, as needed.

Parent/Guardian Signature:

I am aware that my son/daughter is applying for a positi	on as an officer in the NJHS. He/she is
dependable, assumes leadership in a positive manner, a	nd will attend all required meetings.
Officer Candidate Signature:	Date:

I recommend this student to be considered as an	officer in the NJHS. He/she is dependable,
possesses qualities of a good leader, and will set a	a good example for other NJHS members to follow.
1 Teacher Signature	Data

Date: _____

1. ICACIICI SIGNALUIC	Date
2. Teacher Signature:	Date:

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Name	Position
1. Describe the most im	portant quality you believe an officer of the NJHS should have.
	perience(s) and/or skills you have that would make you a good candidate for ou would like to hold.
	work, extracurricular activities, community service hours, etc., officers of the help attain service hour opportunities for members. How will you help find tunities?
4. Why is leadership imp	oortant?